

ADVANCED LEARNER LOAN BURSARY FUND

GUIDELINES FOR LEARNERS

2018/19

ADVANCED LEARNER LOAN BURSARY FUND (ALLBF)

Introduction

This guide aims to provide Information and guidance for those learners who are applying for funding from the Advanced Learner Loan Bursary Fund (ALLBF). This applies only to students who are on a full level 3 or level 4 programme and have been successfully approved for a loan by the Student Loans Company (SLC) to cover their course tuition fees. Please take the time to read the information in this booklet before filling in the application form. This booklet details who is eligible for the ALLBF, what support you may be able to receive and how to apply.

What is Advanced Learner Loan Bursary Fund (ALLBF)?

ALLBF are government monies which are administered by the College to assist disadvantaged learners, ex–military personnel and parents who need help with childcare to overcome financial barriers to learning. It is also used to assisting learners who have learning difficulties or disabilities with learning support they may need.

ALLBF is made up of 2 parts:

1. The Discretionary Learner Support

This support is available to assist learners with costs associated with coming to college such as books, equipment, travel, meals, childcare and assistance in a sudden crisis.

2. Additional Learning Support Bursary

The college may support learners who have specific needs such as exceptional learning support, support for teaching assistants or necessary adjustments under the Equality Act. Assessments will be made by the Learning Support team.

Who will be eligible to apply for the ALLBF?

Learners must

- Be aged 19 or over on the first day of your course after 1 August 2018
- Be enrolled on an eligible course at Level 3 or 4 funded by the Skills Funding Agency
- Have had a loan approved by the Student Loan Company
- Meet the residency requirements

Is ALLBF Means Tested?

Yes, the household income must be below £30,000. We take both yours and your partner's income into account. Please note that learners living with parents will be assessed on family/household income. We will prioritise vulnerable groups.

Which childcare provider do I use?

Learners can apply for help towards OFSTED registered childcare up to a maximum of £175 per week.

Childcare is only payable for:

- The days when you are timetable to attend College
- Attending examinations

Payments for Childcare - We will contact your childcare provider to let them know that your fees are being paid by the ALLBF and we will ask them to invoice the College, we will then pay your child care provider directly.

The funds for childcare are strictly limited and will be distributed to those considered to be in the greatest need of help.

Are there any other conditions to receiving support from ALLBF?

Expected attendance is 100% and for any student who falls below 85% attendance, financial support may reduce.

How do I apply for ALLBF?

- Please complete an application form which is available from Reception or the Administration Office and on the College web-site.

Do I need to submit evidence with the application form?

- Students applying for support must provide proof of their and where applicable their partners income. Acceptable documents are detailed on page 2 of the application form.
- Student applying for exceptional learn support such as support for teaching assistants and necessary adjustments under the Equality Act, need to provide evidence of their needs.

What will happen next?

Learners will be notified by letter about the outcome of their application within 3 weeks which will explain if your application is successful (or unsuccessful) and how your award will be paid. There is a limited amount of funding and we will prioritise the most in need.

How and when will I receive payment?

The College can make payments half termly directly into your bank/building society account using the BACs system. In some cases, the College will pay the costs directly.

You may receive travel saver tickets

Please note that you must show your **learner ID card** when collecting any cheques.

Changes in Circumstances

Learners are required to inform the Administration Office of any changes in circumstances that may affect the outcome and eligibility for funding. Additional evidence may be required to assess your application for a higher level of assistance. Failure to inform us of changes may make the student liable for the cost of funding already received.

What should I do if I am not happy with the outcome of my application?

Students can appeal against the decision that has been made in relation to their application by writing to:

Associate Director of MIS & Admin
Cheadle & Marple College
Cheadle Road
Cheadle Hulme
Cheshire
SK8 5HA

Equality and Diversity

Cheadle & Marple Sixth Form College will:

1. Take positive action to ensure that all students can apply for financial support thus widening participation and providing learning opportunities for underrepresented groups.
2. Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to financial/personal circumstances.
3. Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language.
4. Monitor and review the effectiveness of the support on a regular basis.
5. Ensure that all literature regarding the fund is available in all formats if required.

Confidentiality

When data is provided to us, we use it solely for the purpose for which it was provided.

COLLEGE PRIVACY STATEMENT – How we use your personal information

The Cheadle and Marple College Network is committed to compliance to the and protection of personal data as specified in the General Data Protection Regulations (GDPR). We will only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. In order to comply with statutory or legal obligations or in the legitimate interests of the organisation or individual, your information may be shared with and processed by third parties. The Cheadle and Marple College Network also use software supplied by third parties. These third parties will have separate privacy and data policies and practice independent of those of The Cheadle and Marple College Network, however we will seek assurance that they have equivalent levels of protection for your personal data. The Cheadle and Marple College Network will, in all circumstances, aim to safeguard the vital interest of the individual. Our full Privacy Statement is available on our website.

Fraudulent Claims

We request detailed information for the ALLBF applications and you are required to sign to confirm that the information you have provided is correct. If you are awarded funding on the basis of false information, you will be asked to repay any monies you were awarded.

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Information accurate at the time of publication